

# Apply for a VT Educator License

The Vermont Online Licensing System  
for Educators



**AGENCY OF EDUCATION**  
**EDUCATOR QUALITY DIVISION**

# Are you ready to apply?

## A complete application includes

1. Resume
2. Official transcripts sent to the Vermont Agency of Education
  - Mail: Vermont Agency of Education, 219 N. Main St. Suite 402 Barre, VT 05641
  - Email: [aoe.transcripts@vermont.gov](mailto:aoe.transcripts@vermont.gov)
  - If your college does not place the recommendation for licensure on the transcripts, a letter of recommendation from your institution's licensing officer
3. Copy of license held in another State (if applicable).
4. Submission of test scores (if applicable). All testing requirements must be met before you submit your application.
5. A request for a Criminal Record Check or an Authorization to Release from a Vermont School District. (This is part of the initial application.)
6. You will need a credit card or electronic checking account to complete the application process.

# Resources to support your work

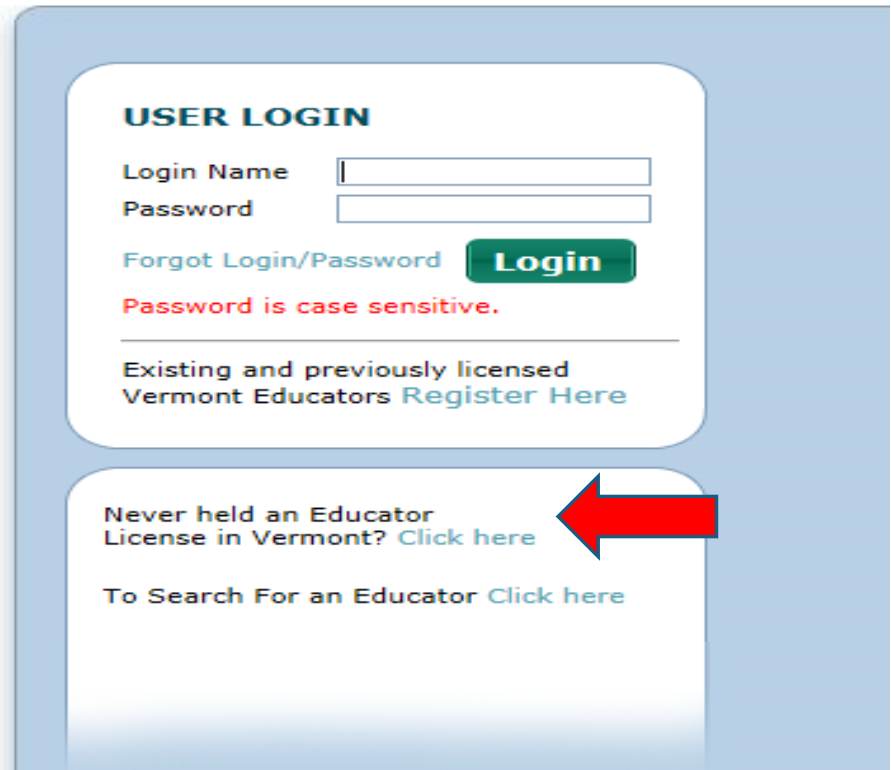
- [FAQs Reciprocity NASDTEC Interstate Agreement](#)
- [Link to online system](#)
- [List of endorsements / instructional levels](#)
- [Testing Requirements](#)
- **Technical Assistance:**  
[aoe.alisedlicensing@state.vt.us](mailto:aoe.alisedlicensing@state.vt.us)

***Do not use Google Chrome to access the system and apply for a license. It is NOT compatible and will not work.***

# Beginning the application process

- Connect to <https://alis.edlicensing.vermont.gov/login.aspx>
- **Candidate** needs to 'click here' next to 'Never held an Educator License in Vermont?'

If you receive a:  
SSN not unique  
error message



**USER LOGIN**

Login Name

Password

Forgot Login/Password

Password is case sensitive.

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Existing and previously licensed Vermont Educators [Register Here](#)

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Never held an Educator License in Vermont? [Click here](#)

To Search For an Educator [Click here](#)


# Complete the initial registration

## Initial User Registration

Fields marked with asterisk (\*) are required

### Personal Information

If you do not have US Social Security Number; please contact Vermont Agency of Education at 802-479-1700.

Last Name *	<input type="text"/>	First Name *	<input type="text"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names 	<input type="text"/>	DOB *	<input type="text"/>
SSN *	<input type="text"/>				

### Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>				
Street 1 *	<input type="text"/>	Street 2	<input type="text"/>		
City *	<input type="text"/>	State/Province *	<input type="text" value="Vermont"/>	Zip *	<input type="text"/>
Phone # - Ext. *	<input type="text"/>	-	<input type="text"/>	Fax	<input type="text"/>
Preferred E-mail *	<input type="text"/>	Alternate Phone # - Ext.	<input type="text"/>		
		Alternate E-mail	<input type="text"/>		

### Online Account Information

Login Name *	<input type="text"/>	
Password *	<input type="text"/>	Password is case sensitive and must be at least 8 letters long with at least one upper case and one number.
Retype Password *	<input type="text"/>	

[Return to Online Services](#)[Register & Go to Next Step](#)[Click here](#)

# Verification you are registered

Dear **Billy Goat**,

- You have been successful registered with online services.
- This is a system-generated message; please DO NOT reply to this email. If you have any questions, please contact customer service at: [AOE.AlisEDLicensing@state.vt.us](mailto:AOE.AlisEDLicensing@state.vt.us)

Thank you,

Office of Educator Quality

Vermont Agency of Education

219 North Main Street, Suite 402 Barre, VT 05641



**An email will be generated from the Online System ([vt-aoe-message@state.vt.us](mailto:vt-aoe-message@state.vt.us)) and sent to the email address you provided. This confirms your registration. Check your spam folder if you do not receive the email.**

# Applying

Once you complete the initial user registration, you will be routed immediately into the application process. You will see the next slide, [Initial Licensure Application Preliminary Questions](#).

OR

If you need to log back into your account to complete the Application, log into your account and choose Apply for New License.

Before / during the application submission process:

[Have required test scores sent to Agency of Education](#)

Have official college transcript(s) sent to AOE

(electronically to: [aoe.transcripts@vermont.gov](mailto:aoe.transcripts@vermont.gov))

## WHAT DO YOU WANT TO DO?

View Pending Online Application(s)

Update Profile

Renew License(s)

Criminal Record Check

Add New Endorsement

Reinstatement License(s)

Print License Details

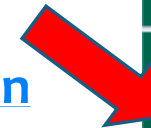
View/Amend IPLP

Apply For Retired License

Apply for New License

Change Password

PL Activity



# Preliminary Questions

## Initial Licensure Application Preliminary Question(s)

Have you received a contract offer to teach or lead in a Vermont School?

☐ Yes ☐ No

Have you completed a **Vermont State** approved educator preparation program at a college or university or alternative program through a bachelor, post-baccalaureate or master's degree program and received a recommendation for licensure at the time of graduation?

☐ Yes ☐ No

Do you have a current, comparable license (teacher, or administrator) from a state with which Vermont has signed the NASDTEC Interstate Agreement and can demonstrate at least 3 years of successful work in a school within the past 7 years in the licensure endorsement or subject area?

☐ Yes ☐ No

To know more details about the requirements for this process [click here](#)

**All OOS License holders** →

Have you graduated from a state-approved educator preparation program in another state and received a recommendation for licensure from that institution for that state?

☐ Yes ☐ No

Do you have credentials from another country? You must demonstrate they meet the equivalent degree requirements specified in the endorsement competencies. To know more details about the transcript review process [click here](#)

☐ Yes ☐ No

Do you have a conferred master's degree in Communication Science, Speech Language Pathology, or Audiology?

☐ Yes ☐ No






Reset

Save & Go to Next Step

# Review & Update Personal Information



**Gender is required.  
Ethnicity is required.  
Race is required.**

## Personal Information




Last Name *	<input type="text" value="Goat"/>	First Name *	<input type="text" value="Billy"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names 	<input type="text"/>	DOB *	<input type="text" value="01/01/1957"/> 
Gender *	<input type="text" value="-- Choose One --"/> 	Ethnicity *	<input type="text" value="-- Choose One --"/> 	Race *	<input type="text" value="-- Choose One --"/> 
SSN *	<input type="text" value="xxx-xx-2333"/>				

## Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/> 				
Street 1 *	<input type="text" value="1 Farm Rd."/>	Street 2	<input type="text"/>		
City *	<input type="text" value="Plowsville"/>	State/Province *	<input type="text" value="Vermont"/> 	Zip *	<input type="text" value="05666"/>
Phone # - Ext. *	<input type="text" value="802-555-1212"/> - <input type="text"/>	Alternate Phone # - Ext.	<input type="text"/> - <input type="text"/>		
Preferred E-mail *	<input type="text" value="susan.yesalonia@state."/>		Alternate E-mail	<input type="text"/>	

Licensing and legal staff at the VT Agency of Education and your L/RSB Chair will be able to see your contact information. Whom else do you give permission to see your contact information?

- ☐ AOE Staff outside licensing 
- ☐ Professional Organizations 
- ☒ School Administrators 

Reset

Save & Logout

Save & Go to Next Step

**Save!**

# If you have not had a Criminal Record Check completed by the Agency or a Supervisory Union

- You will be prompted to complete the following information:

**CRC Information**

Have you undergone a fingerprint supported criminal record check completed by either a Vermont School District or the Vermont Agency of Education? ☐ Yes ☒ No

**Place of Birth**

City/Town \*

Country \*

State \*

**Additional state(s) where I have resided or been employed?**

<input type="checkbox"/> Colorado	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Montana	<input type="checkbox"/> Utah
<input type="checkbox"/> Illinois	<input type="checkbox"/> New Brunswick	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Massachusetts	<input type="checkbox"/> New Hampshire	

- The rest of the criminal record check process is completed via your 'checklist' when you submit your application.

# If you have had a Criminal Record Check completed by the Agency or a Supervisory Union

## Initial License Application - Traditional Route

Fields marked with asterisk (\*) are required.



### CRC Information

Have you undergone a fingerprint supported criminal record check completed by either a Vermont School District or the Vermont Agency of Education? ☒ Yes ☐ No

CRC Originator \*

Supervisory Union \*

Have you worked in a Vermont school district a period of time each school year from report date to current date? ☒ Yes ☐ No

Depending on the official report date additional information may be requested.

Reset

Save & Logout

Save & Go to Next Step

- You will be prompted to complete the ‘CRC Information’ section. The rest of the criminal record check process is completed via your ‘checklist’ when you submit your application.

# License and testing requirements

- Under ‘What endorsement(s) are you seeking?’ Click ADD.
- Choose a category, endorsement, and sub-endorsement if necessary.
- Click Instructional Level – a pop up window will open.

What endorsement(s) are you seeking?					Add   Delete
Category *	Endorsement *	Sub Endorsement	Instructional Level	Additional Testing Requirements	
Teaching ▼	00 - Elementary Education ▼		Instructional Level	Praxis-II Requirements	<input type="checkbox"/>

### How will you meet the Testing Requirements?

Please [Click Here](#) to view the testing brochure.

How will you meet the Testing Requirements?

Only Vermont approved tests will be accepted.  
For details, see link above for testing brochure.

☐ ACT

☐ GRE

☐ National Board Certification

☐ Praxis Core Tests

☐ Praxis-I Test

☐ SAT

☐ Worked 3 out of last 7 years with non-conditional license in endorsement sought.

☐ Other

Reset

Save & Logout

Save & Go to Next Step

# Instructional Level

- Click Instructional Level – a pop up window will open. (If the window does not open – close Google Chrome. Log back into your account using Internet Explorer or Firefox and choose Apply for New License, your application will be saved here.)
- Choose the instructional level for your endorsement ([List of endorsements / instructional levels](#)) - Click OK - pop up will close.


## Additional Information for Endorsement

### Instructional Level

Please check the instructional level(s) sought.

☒ Grades K-6

- Under Additional Testing Requirements – Click Praxis-II Requirements if Praxis II is required (if not the link will not appear) – a pop up window will open.



What endorsement(s) are you seeking?					Add   Delete
Category *	Endorsement *	Sub Endorsement	Instructional Level	Additional Testing Requirements	
Teaching ▼	00 - Elementary Education ▼		Grades K-6	Praxis-II Requirements	<input type="checkbox"/>

- Choose how you will meet the Praxis-II Requirements – click ok.

**Additional Information for Endorsement**


**Praxis-II Requirements**

(Does not apply for SLP)

How will you meet the Praxis-II requirements?

☐ Praxis II Test

☐ Worked 3 out of last 7 years with non-conditional license in endorsement sought.



**OK** **No Change-Close**

If you hold a current, non-conditional out of state license from any state except New York, Nebraska, New Mexico, North Carolina, South Dakota, Wisconsin or a US territory, you do not need to meet Vermont's educator testing requirements; choose "Worked 3 out of the last 7 years with non-conditional license in endorsement sought".

- Under ‘How will you meet the testing requirements?’ Choose how you will meet VT’s basic skills test (view our [Testing Requirements](#) for questions on submitting SAT/ACT/GRE/Praxis I scores to the AOE and if your scores qualify).
- If you hold a current, non-conditional out of state license from a state participating in the [NASDTEC Agreement](#); and are applying for an educator endorsement, choose “Worked 3 out of the last 7 years with non-conditional license in endorsement sought”.

What endorsement(s) are you seeking?					Add   Delete
Category *	Endorsement *	Sub Endorsement	Instructional Level	Additional Testing Requirements	
Teaching ▼	00 - Elementary Education ▼		Grades K-6	Worked 3 out of last 7 years with non-conditional license in endorsement sought.	

### How will you meet the Testing Requirements?

Please [Click Here](#) to view the testing brochure.

How will you meet the Testing Requirements?  
Only Vermont approved tests will be accepted.  
For details, see link above for testing brochure.

☐ ACT  
☐ GRE  
☐ National Board Certification  
☐ Praxis Core Tests  
☐ Praxis-I Test  
☒ SAT  
☐ Worked 3 out of last 7 years with non-conditional license in endorsement sought.  
☐ Other

OOS License holders

Reset
Save & Logout
Save & Go to Next Step
Save!

# Education Details and Other State Foreign License Information

- Click Add Education Details and complete the information.
- If you hold an Educator / Administrator License in another state / country, click Add Current License, input your information and upload a copy of the license to the Document(s).

Education Details				Add Education Details   Delete Education Details			
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major
<input type="text"/>	<input type="text"/>	-- Choose ▼	United States ▼	04/02/2008	04/16/2015	a	<input type="text"/>

Other State / Foreign License Information				Add Current License   Delete Current License			
Type of License/Certificate *	License/Certificate #	State *	Country	Expiration Date	Endorsement Area *	Grade	Documents
<input type="text"/>	<input type="text"/>	▼	United States ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Documents (0) <input type="checkbox"/>

*If your license does not expire, then leave expiration field blank.*

# Employment Detail

- Under Employment Detail click Add Employment
- Complete the employment section even if you are not employed by a school (For educators employed by a district, this will link you to your Local/Regional Standards Board)
- Non-Educational employment – choose other in supervisory union dropdown
- List only 'Worked From' start date if you are still employed at the school. Also check 'continuing employment'. Do not enter an end date.
- Total % FTE is percentage you are employed (full time equivalent)

**Employment Details**

[Add Employment Tutorial](#)

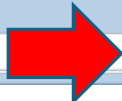
Employment Details	
Supervisory Union * -- Choose One -- Employer Name * -- Choose One -- Employer City * <input type="text"/> Employer Country * United States Total % FTE * <input type="text"/> % <input type="checkbox"/> Continuing Employment Worked From * <input type="text"/> to <input type="text"/>	? Employer State * -- Choose One -- Last Position Held <input type="text"/> Employment Code * -- Choose One --

Subject and GradeAdd | Delete

# Subject Level and Grade

- Under Subject and Grade click Add
- Enter the subject taught / position held as well as the total % FTE (percentage you are employed i.e. full time equivalent)

Subject and Grade		Add   Delete
Subject Taught/Position Held *	% FTE *	Grade Limit
<input type="text"/>	<input type="text"/>	Grade Level <input type="checkbox"/>



- Under Grade Limit – Click Grade Level – a pop up will open. Choose the grades that you teach / taught, click OK. Click OK again.

## Grade Limit

Grade Limit			
<input type="checkbox"/> Birth	<input type="checkbox"/> Age 5	<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 10th Grade
<input type="checkbox"/> Infant and Toddlers	<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> 11th Grade
<input type="checkbox"/> Age 3	<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 7th Grade	<input type="checkbox"/> 12th Grade
<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> Through Age 21
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 4th Grade	<input type="checkbox"/> 9th Grade	<input type="checkbox"/> Old Age
<input type="checkbox"/> Other			

OK

No Change-Close

# Completed view: education and employment details

PERSONAL  
INFORMATION

CRC  
INFORMATION

LICENSE  
INFORMATION

EDUCATION &  
EMPLOYMENT DETAILS

GOOD STANDING  
DECLARATION

DISCLOSURE  
FORM

ATTESTATION

## Education Details

[Add Education Details](#) | [Delete Education Details](#)

University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major	
<input type="text" value="University of Vermont"/>	<input type="text" value="Burlington"/>	<input type="text" value="Vermont"/> ▼	<input type="text" value="United States"/> ▼	<input type="text" value="08/25/2009"/>	<input type="text" value="05/19/2014"/>	<input type="text" value="BS"/>	<input type="text" value="PE"/>	<input type="checkbox"/>

## Other State / Foreign License Information

[Add Current License](#) | [Delete Current License](#)

If your license does not expire, then leave expiration field blank.

## Employment Detail

[Add Employment](#) | [Delete Employment](#)

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Continuing Employment	Employment Code	
<input type="text" value="Barre Town Elementary School"/>	<input type="text" value="05/01/2014"/>	<input type="text"/>	<input type="text" value="50"/>	<input type="text" value="Yes"/>	<input type="text" value="Substitute Position"/>	<input type="checkbox"/>

Reset

Save & Logout

Save & Go to Next Step



# Complete Good Standing Declaration Form



## Good Standing Declarations

### Child Support (You MUST check one:)

- ☐ I am not subject to a child support order; Or
- ☐ I am subject to a child support order and I am in good standing or in full compliance; Or
- ☐ I am not in good standing or in full compliance

### Taxes (You MUST check one:)

- ☐ I am in good standing in regards to my Vermont Taxes (all returns are filed and paid); Or
- ☐ I have never lived or worked in Vermont and do not owe Vermont taxes; Or
- ☐ The liability for any Vermont taxes due and payable is on appeal; Or
- ☐ I am in compliance with a payment plan approved by Vermont Department of Taxes; Or
- ☐ I am not in good standing in regards to my Vermont taxes

### Unemployment Compensation (You MUST check one:)

- ☐ This does not apply to me because I have never been an employer in Vermont; Or

### District Court Fines / Judicial Bureau Fines (You MUST check one:)

- ☐ I do not have any unpaid judgments; Or
- ☐ I am in good standing with respect to any unpaid judgments; Or

- You must select a response for each section. You may need to submit addition information depending on your response.
- When this step is complete, Save & Go to Next Step

# Complete the Disclosure Form

PERSONAL  
INFORMATION

LICENSE  
INFORMATION

EMPLOYMENT DETAILS &  
PROFESSIONAL LEARNING

GOOD STANDING  
DECLARATION

DISCLOSURE  
FORM

ATTESTATION

## Disclosure Questions

If the answer to any of the questions "A" through "I" is "yes", you must provide a complete explanation. A "yes" answer to any of those questions is not an automatic denial of licensure. The circumstances will be investigated and reviewed. If you have previously reported the same incident to the Agency of Education, please indicate so.

	Question	Response
A.	Have you ever been convicted of a felony or misdemeanor? If yes, please provide a written explanation and specify the court that issued the conviction. Please note that a plea of nolo contendere counts as a conviction of a criminal offense.	<input type="radio"/> Yes <input type="radio"/> No
B.	Do you have any pending criminal charges? If yes, please provide a written explanation and specify the court that has jurisdiction of the charges.	<input type="radio"/> Yes <input type="radio"/> No
C.	Have you ever had an adverse action taken against any application, certificate, or professional license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, or cancellation.	<input type="radio"/> Yes <input type="radio"/> No
D.	Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate?	<input type="radio"/> Yes <input type="radio"/> No

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, Save & Go to Next Step

# Attestations

- **Complete this section and click Pay Now**

## Oath

You **MUST** check one of the following: Oath or Affirmation.

Oath or Affirmation

- ☒ I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Vermont and the Laws of the United States and of the State of Vermont.
- ☐ I am a citizen of a foreign country. Under Title 16 § 12, I am not required to sign this Oath.

## Consent for Release of Information

### Place of Birth

City/Town \*

Country \*

State \*

United States	▼
-- Choose One --	▼

You **must** check the following:

- ☐ I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to the Vermont Agency of Education.

## Attestation

You **must** check the following:

- ☐ I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.
- ☐ I agree to a check of any record of criminal convictions as per VSA, Title 16, Chapter 5, Subchapter 4, which may be maintained by the Vermont Criminal Information Center, the criminal record repositories of other states where I have been employed and/or resided, and the FBI.
- ☐ I understand that the results of that check will be made available to Vermont Agency of Education in accordance with VSA, Title 16, Chapter 5, Subchapter 4, and will be used in reviewing my suitability for employment. I have read and understand the [Maintenance and Destruction Policy](#). I further understand that within 30 days of receiving the results of the record checks, I have the right to appeal the findings to the: Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, VT 05671-2101 or the Federal Bureau of Investigation's Criminal Justice Information Services Division, Attention: Criminal History Analysis Team 1, 1000 Custer Hollow Road, Clarksburg, WV 26306.

# Non-refundable Application Fee

- On the Fee Detail screen click Pay Now. You will be redirected to our payment gateway.

## Fee Details

Additional licensing fees will be requested when application review is completed.

Criminal Record Check Fee	\$16.50
Application Processing Fee	\$50.00
<b>Total Fee</b>	<b>\$66.50</b>



## Payment Process

Select Payment Method and Continue to proceed with payment.

## Transaction Summary


Description	Amount
Vermont Agency of Education - Online Licensing	\$66.50
<b>TOTAL</b>	<b>\$66.50</b>

## Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
CRF	Criminal Record Check Fee	\$16.50	1	\$16.50
LIF	Licensing Fees	\$50.00	1	\$50.00

# Payment Confirmation Email

- Once your payment has been completed, you will receive an email from [donotreply@state.vt.us](mailto:donotreply@state.vt.us) confirming your payment.

 If there are problems with how this message is displayed, click here to view it in a web browser.

From: donotreply@state.vt.us  
To:  
Cc:  
Subject: VT Agency of Education Licensing Payment Confirmation

---

**Payment Receipt Confirmation**

Your payment was successfully processed.

**Transaction Summary**

Description
Vermont Agency of Education - Online Licensing
Total Amount Paid

**Transaction Detail**

**Payment  
Confirmation  
Email**

# Application Submission Confirmation Email

- **You will receive an email from [VT-AOE-Message@state.vt.us](mailto:VT-AOE-Message@state.vt.us) confirming your application submission.**

Dear **Chester Arthur,**

Thank you for using online services.

- Your license application has been submitted to the Vermont Agency of Education. Your transaction number for this online application is 1865.
- Make sure that you send all supporting documents for your online application. The application will not be reviewed until all required documents are received.
  - To attach the documents electronically, please login into <https://vtaoe-uat.athent.com:9443/login.aspx> and follow the "View Pending Application" link.
  - To submit documents by mail, please send to 120 State Street.
- Once the review of your application is complete; you will receive an email notification.
- To check the status of your online application please login into <https://vtaoe-uat.athent.com:9443/login.aspx> and follow the "View Pending Application" link.
- This is a system-generated message; please DO NOT reply to this email. If you have any questions, please contact customer service at: [AOE.AlsEDLicensing@state.vt.us](mailto:AOE.AlsEDLicensing@state.vt.us) Please include your transaction number in your communication.1865

Thank you,  
Office of Educator Quality  
Vermont Agency of Education  
219 North Main Street, Suite 402 Barre, VT 05641

# Confirmation and checklist

## Online Initial License Application Submitted

### Confirmation

Thank you for using our online services. Your Initial License Application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 72. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your online application summary [click here](#)

### Checklist

Item #	Item	View/Attach	Item Status
1	Review Good Standing Declaration.	<a href="#">Documents (0)</a>	Pending
2	Review Disclosure form	<a href="#">Documents (0)</a>	Pending
3	Current Certification in First Aid	<a href="#">Documents (0)</a>	Pending
4	Current Certification in Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED)	<a href="#">Documents (0)</a>	Pending
5	Authorization to release criminal record check information.	Please <a href="#">click here</a> to print the form and send the form to the Supervisory Union that originally processed your criminal record check.	Pending
6	Letter of Continuous Employment.	<a href="#">Documents (0)</a>	Pending
7	Review transcripts	N/A	Pending
8	Review Exam Data	N/A	Pending
9	Resume	<a href="#">Documents (0)</a>	Pending
10	Review testing requirements for Praxis Core Tests	N/A	Pending
11	Others	<a href="#">Documents (0)</a>	N/A

# Confirmation & checklist Request CRC

## Checklist

Item #	Item	View/Attach	Item Status
1	Review Good Standing Declaration.	<a href="#">Documents (0)</a>	Pending
2	Review Disclosure form	<a href="#">Documents (0)</a>	Pending
3	Request for Criminal Record Check.	Please <a href="#">click here</a> to print the form. You need to print this form, have it notarized and mail to the Vermont Agency of Education.	Pending
4	Vermont Criminal Information Center, Fingerprint Authorization Certificate.	Please <a href="#">click here</a> to print the form you need to take to a fingerprinting center. <a href="#">Click here</a> to view the Vermont Criminal Records Check packet that contains information about Vermont Fingerprint Identification Centers and instructions for out-of-state/country applicants.	Pending

# Checklists Vary by endorsement / background / CRC etc.

- **#1 & 2 are reviewed by AOE staff**
- **First Aid Certification is required for Physical Education, School Nurse, and Associate School Nurse only.**
- **CPR Certification is required for Health, Physical Education, School Nurse, and Associate School Nurse only.**
- **Print the 'Authorization to Release Criminal Record Check Information' form if you have completed a background check through your supervisory union. Sign and give the form to your supervisory union that holds your CRC.**
- **Letter of continuous employment is required only for employment verification to verify teaching 3 out of last 7 years under permanent license in endorsement sought.**
- **Transcripts ([See Slide 29](#))**
- **Review exam data is reviewed by AOE staff**

# Checklist Continued

- **Resume - Click document(s) and upload a current resume**
- **Review testing requirements for Praxis Core Tests is reviewed by AOE staff**
- **Others – Is any additional information you would like to include**

## Processing

- **Agency staff review your application for completeness.**
- **Licensing Specialists will email you using the preferred email on record to request additional information if needed. Please check this email frequently.**
- **Application processing takes 6 – 8 weeks to complete.**
- **Application status: Will be available 30 days after applying. (Call center services are only available for applications over 30 days.)**
- **Please note that Licensing Specialists cannot speed up the process of your application.**

# Transcripts

- Official College transcripts are required and should be sent to the Office of Educator Licensing – Vermont Agency of Education.
- Electronic transcripts may be sent to [AOE.LicensingInfo@state.vt.us](mailto:AOE.LicensingInfo@state.vt.us)
- Paper – in a sealed envelope from institution of higher education
- Licensing Specialists will upload the transcripts into your file
- When a transcript arrives at the AOE, you will be notified via email

# AOE approval- Request of final payment

Once your application has been approved, you will receive an email from [VT-AOE-Message@state.vt.us](mailto:VT-AOE-Message@state.vt.us) requesting that you logon and complete your payment.

From: VT-AOE-Message@state.vt.us  
To: AOE - Alis ED Licensing  
Cc:  
Subject: Traditional Route license application Review Completed by AOE – Waiting for Payment

Sent: Mon 4/20/2015 1:54 PM

Dear **Chester Arthur**,

- Review of your online license application has been completed by the Vermont Agency of Education. Your transaction number is **1865**.
- Please login to <https://vtaoe-uat.athent.com:9443/login.aspx> and pay the applicable fee.
- *Note: Your I - Professional Educator License (Level I) will be approved only after the payment has been received.*
- This is a system-generated message. Please DO NOT reply to this email. If you have any questions, please contact the AOE: [AOE.AlisEDLicensing@state.vt.us](mailto:AOE.AlisEDLicensing@state.vt.us). Please include your transaction number 1865 in your communication.

Thank you,  
Office of Educator Quality  
Vermont Agency of Education  
219 North Main Street, Suite 402 Barre, VT 05641



# Login to your 'ALiS' account

## WHAT DO YOU WANT TO DO?

[View Pending Online Application\(s\)](#)[Update Profile](#)[Renew License\(s\)](#)[Criminal Record Check](#)[Add New Endorsement](#)[Reinstatement License\(s\)](#)[Print License Details](#)[View/Amend IPLP](#)[Apply For Retired License](#)[Apply for New License](#)[Change Password](#)[PL Activity](#)

Click View Pending Online Application(s)

Click Pay Now

## Pending Online Application(s)

### Pending Online Application(s)

Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Initial Application - Traditional Route	72	05/20/2014	Initial Application (Traditional Route) Review and approval by AOE	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Pay Now</a>

## LICENSE INFORMATION

### License(s) Type

Once the license application is approved, you will be able to print the copy of unofficial license. If you want to request an official copy of your license(s), there will be an additional fee of \$10 for official copy of each license.

License Type	Endorsement	Grade Limit	Subject Limit	Issue Official Copy of License *
Professional Educator License (Level I)	2-15 (Social Studies, Grades 7-12)	None	None	<a href="#">Yes</a>

[Back](#)[Pay Now](#)

If you want a formal copy of your License there is an additional fee of \$10.00. Choose yes and click Pay Now.

The Fee Details screen displays the total cost for your license. Click Pay Now.

Fee Details	
Initial License Fee for Level I	\$120.00
License Printing Fee	\$10.00
<hr/>	
<b>Total Fee</b>	<b>\$130.00</b>

[Edit Application](#)

[Pay Now](#)

You will be redirected to our payment gateway.



## Payment Process

Select Payment Method and Continue to proceed with payment.

### Transaction Summary

Description
Vermont Agency of Education – Online Licensing

### Transaction Detail

SKU	Description	Unit Price	Quantity
LIF	Licensing Fees	\$40.00	1

# Payment Confirmation & Email

- Once your payment has been completed, you will receive an email from [donotreply@state.vt.us](mailto:donotreply@state.vt.us) confirming your payment.

## Confirmation

Thank you for using our online services to make the payment for your Initial Licensure Application (transaction # 1865). If we need any additional information, the Vermont Agency of Education will contact you.

[Return to Home](#)[Logout](#)

From:

To:

Cc:

Subject: VT Agency of Education Licensing Payment Confirmation

Payment  
Confirmation  
Email

## Payment Receipt Confirmation

Your payment was successfully processed.

### Transaction Summary

Description	Amount
Vermont Agency of Education - Online Licensing	\$130.00
Total Amount Paid	\$130.00

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
LIF	Licensing Fees	\$130.00	1	\$130.00
			TOTAL	\$130.00

#### Customer Information

Customer Name Rebecca  
Local Reference ID 1865  
Receipt Date 4/20/2015  
Receipt Time 02:15:21 PM EDT

#### Payment Information

Payment Type Credit Card  
Credit Card Type VISA  
Credit Card Number \*\*\*\*\*7892  
Order ID 12044244  
Billing Name Rebecca

#### Billing Information

# PRINT a copy of your license

Once you receive confirmation from the AOE; Log in, you will be brought to your home page; click on 'Print License Details'

## Contact Information

Name: Serena Franks  
Dirt Rd  
Montpelier VT 05602  
Phone #: 802-828-2445  
Email: [catherine.franks@state.vt.us](mailto:catherine.franks@state.vt.us)

## WHAT DO YOU WANT TO DO?

- View Pending Online Application(s)
- Update Profile
- Renew License(s)
- Criminal Record Check
- Add New Endorsement
- Reinstatement License(s)
- Print License Details
- View/Amend IPLP
- Apply For Retired License
- Apply for New License
- Change Password
- PL Activity



Welcome to the Vermont Online Licensing System for Educators!

Educators: Please confirm and update your Profile Information in the System by accessing the "Update Profile" option in the menu.

We are currently conducting a Field Test for 2014 Renewals. Those participants have already been notified. All other Renewal Applications must be completed through the existing paper process and in accordance with your L/RSB (if applicable).

A second Field Test will be conducted this spring for Temporary and other application processes. If you are interested in completing an online application for Initial Licensure, Reinstatement, Retired, Transcript Review or Peer Review please contact the AOE at [AOE.AlisEDLicensing@state.vt.us](mailto:AOE.AlisEDLicensing@state.vt.us)

To access user guides click on the Help link in the upper right corner. For optimal use of the Help Guide, we recommend having the latest version [Adobe Reader](#) Additional materials can be found in the [Educator Licensing](#) section on the Vermont Agency of Education website.

# Formal License

Do you want to open or save

License.pdf (25.7 KB) from [alis.edlicensing.vermont.gov](https://alis.edlicensing.vermont.gov)

X

Open

Save

Cancel

- Click on 'open' in this message

This information is generated directly from the *Vermont Online Licensing System for Educators*, shows current educator credentials, and is current in real time.



## Unofficial License Educator License Details

### Educator Information

Name: YESALONIA, SUSAN A.

Educator ID

### Professional Educator License (Level II)

Endorsement	Status	Expiration Date	HQT Status
3 -08 (Physical Education, Grades PK-12)	Currently Licensed	06/30/2020	
3 -31 (Health Education, Grades PK-12)	Currently Licensed	06/30/2020	

# Questions??

- Use the Educator Help Guide

Welcome SUSAN YESALONIA | **Help** | Home | Logout



Click here  
to get help



The screenshot shows a web browser window with a bookmarks bar and a sidebar. The main content area displays the "11 Update Profile" screen. The sidebar contains a tree view with the following items:

- 1 The Vermont Online Licensing System for Educators
  - 2 General Information
    - 2.1 Internet Explorer (IE)

The main content area has the following text:

**11 Update Profile**  
This is the Educator Profile screen. Here you can maintain your profile information, and make any needed modification(s) to your contact, employment and other data at any time.

**Personal Information**

Field Name	Description
Last Name	Enter your last name.
First Name	Enter your first name.
Middle Name	Enter your middle name.
Suffix	Enter Jr., Sr., I, II, III, or IV if applicable.
Maiden Names/Other First & Last Names	Enter your maiden name or other first and last names.

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- Contact the Licensing Office
  - AOE - Alis ED Licensing at [AOE.AlisEDLicensing@state.vt.us](mailto:AOE.AlisEDLicensing@state.vt.us)